



Rhode Island Office of Economic Recovery and Reinvestment

State House, Room 143, Providence, Rhode Island 02903

Tel: 401.222.8200 • Fax: 401.222.2214

www.recovery.ri.gov

Memorandum

To: ARRA Sub-Recipients

From: Jamia McDonald, Director

Date: September 3, 2009

Re: Jobs Reporting Procedure

Introduction

This memorandum discusses reporting responsibilities and provides a template for State Agencies and their Sub-recipients to use in collecting jobs data from their respective sub-recipients and vendors.

Section 1512(c)(3)(D) of ARRA requires prime recipients of ARRA-funded awards (such as State Agencies) to provide "an estimate of the number of jobs created and the number of jobs retained by [each ARRA-funded] project or activity." The June 22, 2009, Reporting Guidance issued by Office of Management and Budget (OMB), which implements this provision of ARRA, requires prime recipients that receive funds pursuant to ARRA to report: (i) an estimate of the **Number of Jobs** created and retained, and (ii) a narrative **Description of Jobs Created**. This memorandum collectively refers to the two data elements as **Jobs Data**.

Reporting Responsibilities

State Agencies must report jobs data separately for each ARRA award. In addition, responsibility for jobs data reporting cannot be delegated to sub-recipients or vendors. Accordingly, State Agencies are responsible for:

- (i) Collecting and aggregating jobs data from themselves, sub-recipients and vendors;
- (ii) Reporting jobs data to FederalReporting.gov; and
- (iii) Maintaining adequate documentation of jobs data for potential audits.

Sub-recipients are responsible for:

- (i) Collecting and aggregating jobs data from themselves, sub-recipients and vendors;
- (ii) Reporting jobs data to their awarding State Agency; and
- (iii) Maintaining adequate documentation of jobs data for potential audits.

Jobs Data Reporting Template

Accompanying this memorandum is "Jobs Reporting.xlt", a Microsoft Excel Workbook template that all State of Rhode Island prime recipients, sub-recipients and vendors are required to use in connection with collecting and aggregating jobs data for their ARRA section 1512 reporting.

Fields in the Reporting Template

- A. **Organization Name:** Enter the name of your organization as indicated on your award, sub-award or contract.
- B. **Address:** Enter the address of your organization.
- C. **DUNS Number:** Enter the DUNS Number of your organization.
- D. **Name of Preparer:** Enter the name of the individual in your organization who prepared this document.
- E. **Email:** Enter the email address of the individual in your organization who prepared this document.
- F. **Phone:** Enter the phone number of the individual in your organization who prepared this document.
- G. **Hours in a Standard Workweek:** Enter the number of hours in a standard workweek in your organization. If your organization has more than one standard workweek (e.g., 35 and 40 hours), then you must prepare and submit a separate workbook for each type of workweek in your organization.
- H. **Federal Award Number:** Enter the identification number of the award from the Federal government to the prime recipient (prime recipients should provide this information to sub-recipients and vendors).
- I. **Awarding Federal Agency:** Enter the name of the Federal agency making the award to the prime recipient (prime recipients should provide this information to sub-recipients and vendors).
- J. **Date of Award:** Enter the date of the award made by the Federal agency to the prime recipient (State Agencies should communicate the Subaward/Subcontract Number to sub-recipients, as this information may not be easily ascertainable from the purchasing documentation provided to sub-recipients).
- K. **Sub-Award Number:** Enter the P.O. or Batch Number assigned by the Rhode Island Division of Purchases in connection with the sub-award/contract. (State Agencies should communicate the Subaward/Subcontract Number to sub-recipients; prime recipients should enter "N/A").

- L. **Awarding State Agency:** Enter the name of the State Agency making the sub-award or contract with you (prime recipients should enter "N/A").
- M. **Date of Sub-Award:** Enter the date of the sub-award or contract given from the prime recipient (State Agencies should communicate the Subaward/Subcontract Number to sub-recipients; prime recipients should enter "N/A").
- N. **Date Work on Sub-Award Began:** Enter the date on which the prime recipient authorized you to begin work on the project (State Agencies should communicate the Subaward/Subcontract Number to sub-recipients; prime recipients should enter "N/A"). **Note: Work should not begin prior to a purchase order and award being issued.**
- O. **Date Work on Sub-Award Completed:** Enter the date on which you completed work on the project (if work is not yet completed, sub-recipients and vendors should enter "N/A"; prime recipients should enter "N/A").
- P. **All Hours Worked on this ARRA Award (by Position):** This field will be used to calculate **Total Hours Worked on the ARRA-Funded Project**, discussed below. You should enter the following position data on the "Jobs Data" tab of the spreadsheet (it will auto-populate the fields in the quarterly reporting tabs):
- i. Title of Position Assigned to Award
 - ii. Position ID No. (Optional field)
 - iii. Date Began Work on Award
 - iv. Date Completed Work on Award

The field **Total Hours Worked on this ARRA Award** on the "Jobs Data" tab will collect data from the underlying quarterly tabs. The spreadsheet will aggregate total hours worked by position and then sum the hours worked by position. This will yield a value for all hours worked on this ARRA award.

For each quarter in which you have completed work in an ARRA award, first enter the date ending the first pay period (cash basis) for your organization. Next, enter the appropriate hours worked for each week in that quarter. Complete the data for each for each quarter in which you had an ARRA award. Because the spreadsheet captures data cumulatively, you should update the spreadsheet on an ongoing basis. OERR and your prime recipient may request updates on a monthly basis, or more frequently.

- Q. **Description of Jobs Created:**

A narrative description of the employment impact of the Recovery Act funded work. This narrative is cumulative for each calendar quarter and at a minimum, will address the impact on the

recipient's or federal contractor's workforce (for grants and loans, recipients shall also include the impact on the workforces of sub recipients and vendors).

At a minimum, provide a brief description of the types of jobs created and jobs retained in the United States and outlying areas. "Jobs or positions created" means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. "Jobs or positions retained" means those previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work. . . .

The Data Dictionary (Page 10) specifies that this narrative may not be more than 4,000 characters in length.

Data shall be reported on a cash basis through the last full week in the reporting quarter (based on the payroll week of the reporting entity).

Submitting Jobs Data

The following is a list of dates by which sub-recipients are required to submit completed workbook(s) to the State Agency from whom you received your ARRA award two days prior to the end of the quarter.

<u>Date Jobs Data Submitted to State Agency</u>	<u>Quarter Ending Date</u>
September 28, 2009	September 30, 2009
December 29, 2009	December 31, 2009
March 29, 2010	March 31, 2010
June 28, 2010	June 30, 2010